

# California Institute of Technology

## Workplace Specific Safety Orientation Checklist for Incoming Researchers in Engineering and Applied Science

The Division of Engineering and Applied Science is concerned that all researchers know, understand, and observe good safety practices and procedures. For your benefit and safety, we require that you complete this safety checklist together with the Safety Coordinator in your laboratory. This must be done prior to beginning work in the lab.

### Instructions

Please discuss the items on this sheet with the Safety Coordinator in your laboratory or with your mentor. Check off the items or mark N/A if they do not apply to your research environment. (Note: The Emergency Procedures section applies to all researchers.)

Every researcher must receive work-area-specific safety training before starting a project in a laboratory. Safety training should:

- Discuss Emergency Procedures
- Discuss available safety related resources including [www.safety.caltech.edu](http://www.safety.caltech.edu)
- Discuss lab specific hazards which may include processes, equipment, chemicals, and/or contact with animals

**NOTE:** Additional training may be required based on the type of work being done in the lab per the [Safety Training Matrix for Researchers](#).

The researcher must provide the name of the group's Safety Coordinator or Mentor, sign the form, and return it to the appropriate EAS Department Administrator.

### Personal Information

|                                  |       |                                       |       |
|----------------------------------|-------|---------------------------------------|-------|
| <b>Researcher's Last Name:</b>   | _____ | <b>Researcher's First Name:</b>       | _____ |
| <b>Phone:</b>                    | _____ | <b>Email:</b>                         | _____ |
| <b>Position:</b>                 | _____ | <b>Lab Group:</b>                     | _____ |
| <b>Safety Officer Last Name:</b> | _____ | <b>Safety Coordinator First Name:</b> | _____ |

### Emergency Procedures

- For Campus emergencies, dial 5000 from any campus phone or 626-395-5000.
- Location of the nearest emergency exit and alternate evacuation route.
- Emergency assembly point for the building: \_\_\_\_\_
- Location of fire extinguishers, AED's, eyewash & shower stations, first aid kits, and pull stations.
- Contents of the [Emergency Response Guide for Caltech](#).
- Notify Safety Coordinator or Supervisor of any injury/illness at work.
- Campus Hot Line 1-(626) 395-3291 and 1-(888) 427-7465
- Update emergency contact information at <http://access.caltech.edu>
- Safety Data Sheets are located at <http://www.safety.caltech.edu/sds>.

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### **Hazard Specific Training**

In addition to the [Safety Training Matrix for Researchers](#), a list of trainings available through the Safety Office are listed here [www.safety.caltech.edu](http://www.safety.caltech.edu) and available on demand.

| <b>Check Applicable Hazards</b> | <b>Topic</b>  | <b>Training By (Safety Office, Safety Coordinator, other)</b> | <b>Date Trained</b> |
|---------------------------------|---|---|---------------------|
| <input type="checkbox"/>        | New Researcher Orientation  |   |                     |
| <input type="checkbox"/>        | Biological Safety   |   |                     |
| <input type="checkbox"/>        | Bloodborne Pathogens (working with human cells, blood, tissue and fluids) |   |                     |
| <input type="checkbox"/>        | Chemical Handling Procedures  |   |                     |
| <input type="checkbox"/>        | Chemotherapy/ cytotoxic drugs   |   |                     |
| <input type="checkbox"/>        | Controlled Substances   |   |                     |
| <input type="checkbox"/>        | Cryogenics  |   |                     |
| <input type="checkbox"/>        | Euthanasia/anesthetic agents.   |   |                     |
| <input type="checkbox"/>        | Hazardous Waste Handling  |   |                     |
| <input type="checkbox"/>        | High pressure applications  |   |                     |
| <input type="checkbox"/>        | High vacuum applications  |   |                     |
| <input type="checkbox"/>        | High voltage applications   |   |                     |
| <input type="checkbox"/>        | Hydrofluoric acid handling  |   |                     |
| <input type="checkbox"/>        | Non-innocuous euthanasia/anesthesia agents                                |   |                     |
| <input type="checkbox"/>        | Personal Protective Equipment   |   |                     |
| <input type="checkbox"/>        | Radiation (ie laser, UV, etc)   |   |                     |
| <input type="checkbox"/>        | Radiation (ie. X-ray)   |   |                     |
| <input type="checkbox"/>        | Radioactive isotopes  |   |                     |
| <input type="checkbox"/>        | Standard wet chemistry  |   |                     |
| <input type="checkbox"/>        | Other:  |   |                     |
| <input type="checkbox"/>        | Other:  |   |                     |
| <input type="checkbox"/>        | Other:  |   |                     |

I have reviewed and understand the above-mentioned Safety Orientation items.

**Researcher's  
Signature**

**Date:** \_\_\_\_\_

**Safety  
Coordinator's  
Signature**

**Date:** \_\_\_\_\_

When completed please return form via campus mail to the appropriate Department Administrator Office and retain a copy for your records.

| <b>Departments</b>  | <b>Department Administrator</b> | <b>Mail Code</b> |
|---|---------------------------------|------------------|
| <input type="checkbox"/> Computing and Mathematical Sciences                  | Jerolyn Chittum                 | 305-16           |
| <input type="checkbox"/> Electrical Engineering & CNS                         | Carol Sosnowski                 | 136-93           |
| <input type="checkbox"/> Aerospace (GALCIT)                                   | Dimity Nelson                   | 105-50           |
| <input type="checkbox"/> Mechanical & Civil Engineering                       | Christine Silva                 | 104-44           |
| <input type="checkbox"/> Applied Physics & Materials Science / Bioengineering | Jennifer Ibrahim                | 138-78           |